

Woodlands School COVID19: Full Opening Risk Assessment and Action Plan

Revision 5
03/11/2020



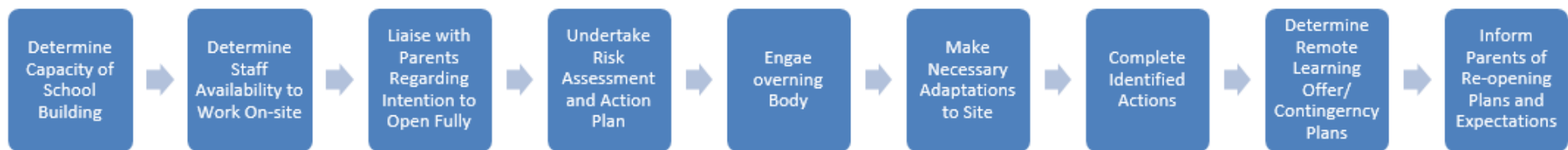
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Health and Safety Policy and COVID 19: Risk Assessment and Action Plan</p>	<p>Establish system of controls to prevent spread of COVID 19</p>	<p>Cross contamination and contamination and spread of COVID19</p>	<p>M</p>	<p>Prevention</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>2) Where recommended, use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p>	<p>On going</p>	<p>L</p>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><i>Response to any infection</i></p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>10) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 8 to 10 must be followed in every case where they are relevant.</p>		
Engagement in Risk Assessment and Planning	<p>Oversight of Health and Safety Policy and COVID 19: Risk Assessment and Action Plan</p> <p>Governing body responsibilities ensure appropriate measures are implemented, Information and guidance to help mitigate the spread of COVID 19</p>	<p>Governors unclear on their role in the planning and full opening of the school, including support to the Head Teachers and Senior Leaders.</p> <p>Approach to communication between Leaders and governors are clear and understood.</p>	M	<p>Ensure that a detailed and appropriate Health and Safety Policy and COVID 19: Risk Assessment and Action Plan is circulated to all those using or visiting Woodlands School</p> <p>Ensure that regular review and update of Risk Assessment is undertaken</p>	On going	L
Engagement in the Development of Risk Assessment and Action Plan Implementation \for Full Opening	<p>Health and Safety Policy and COVID 19: Risk Assessment and Action Plan</p> <p>Head Teachers Responsibilities</p>	<p>Head Teacher unclear on his role in the planning and full opening of the school.</p>	M	<p>The Headteacher will have overall responsibility for the development and implementation of the Woodlands School COVID19: Full Opening Risk Assessment and Action Plan</p> <p>Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority for the full reopening of school.</p>	On going	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><i>Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place.</i></p> <p><i>Ensure that regular review and update of Risk Assessment is undertaken</i></p>		
Engagement in Risk Assessment and Action Plan Implementation	Adherence to Health and Safety Policy and COVID 19: Risk Assessment and Action Plan Staff Responsibilities	Staff are unclear on their role in the planning and implementing full opening of the school, including support to Senior Leaders.	M	<p><i>All staff will: carry out all work in accordance with the Woodlands Policies and this risk assessment and action plan, including additional tasks as part of the response to COVID-19.school reopening programme</i></p> <p><i>Take the opportunity to contribute to the risk assessment and action planning process.</i></p> <p><i>Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher.</i></p> <p><i>Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan</i></p> <p><i>Prioritise the wellbeing of all pupils and other staff.</i></p>	On going As required	L
Engagement in Risk Assessment and	Risk assessment process fully engages pupils	Failure to comply to guidance and appropriate	M	<p><i>All Pupils will observe the Health and Safety rules of the school, including new arrangements in response to COVID-19.</i></p> <p><i>Report any Health and Safety concerns to a member of staff.</i></p> <p><i>Pupils will follow instructions on whom they can socialise with at school.</i></p>	04/09/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Action Plan Implementation</p> <p>Engagement in Risk Assessment and Action Plan Implementation (Continued)</p>	<p>Risk assessment process fully engages Pupils (Continued)</p>	<p>pupil behavioural norms to help mitigate the spread of COVID 19</p> <p>Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19 (Continued)</p>	<p>M</p>	<p><i>Pupils' will be expected to stay strictly within the group they are allocated to.</i></p> <p><i>Comply with instructions about sneezing, coughing, tissues, and tissue disposal and avoiding touching their mouth, nose, and eyes with hands.</i></p> <p><i>Pupils' need to follow any altered routines for arrival, leaving from school and moving around during the school day.</i> <i>Pupils' will sanitise their hands with alcohol cleanser before entering and leaving the school building and periodically throughout the day at break and lunch times.</i></p> <p><i>Pupils must follow the school's rules on hand washing and using sanitiser, including washing hands with soap and hot water before and after using the toilets.</i></p> <p><i>Pupils must meet the 'catch it, bin it, kill it' expectations.</i></p> <p><i>Pupils must tell an adult if they feel unwell. Pupils' should follow the rules about sharing equipment and other items.</i></p> <p><i>Pupils' follow adult instructions on who they can socialise with in class, at break times and lunchtimes and where they can play.</i></p> <p><i>Pupils' must not share food or drink with others.</i></p>	<p>04/09/20</p>	<p>L</p>

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				<p><i>Pupils must not drink directly from the water fountain.</i></p> <p><i>Pupils' must follow the school's rules and expectations to keep them safe both when in school and when working online when using remote learning.</i></p>		
<p>Parents Engagement in Risk Assessment and Action Plan Implementation</p>	<p>Risk assessment process fully engages Parents and carers</p>	<p>Parents and Carers unclear on their role in the planning and full opening of the school</p>	<p>H</p>	<p><i>Parents and Carers will adhere to any recommendations from the school to help reduce the risk of transmission.</i></p> <p><i>Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example).</i></p> <p><u>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</u></p> <p><i>Adhere to drop-off and collection arrangements set by the school. Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply.</i></p> <p><i>Adhere to government guidance at all times to reduce the risk of transmission.</i></p> <p><i>Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance.</i></p> <p><u>Coronavirus (COVID-19): guidance for schools and other educational settings</u></p>	<p>04/09/20</p>	<p>M</p>

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Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and the building is compliant.</p> <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	<p>Premise Manager or Premises Assistants unavailable</p> <p>Site not ready in all respected by 02/09/20</p> <p>Site has not been closed for prolonged period</p>	H	<p><i>Skanska to provide alternative suitably trained person</i></p> <p><i>Skanska Facility Service Premise Team and Engineers working a normal.</i></p> <p><i>Skanska have implemented wide range of COVID 19 polices for the management of Woodlands school.</i></p> <p><i>Once per term health and safety inspection</i></p> <p><i>Annual building fire risk assessment</i></p> <p><i>L8 Legionella inspection and potable water tank treatment completed April 2020.</i></p> <p><i>Weekly testing of POU and temperature checks current.</i></p> <p><i>Fire alarm tested weekly and all routine planned maintenance is up to date.</i></p> <p><i>Grounds team on site very week, all grounds maintenance is up to date as per PPM maintenance schedule.</i></p> <p><i>PAT testing is in date; annual testing is scheduled for the summer holidays.</i></p> <p><i>School kitchen refrigerator and freezer planned service and maintenance scheduled complete.</i></p> <p><i>Boiler / gas system and soundness testing scheduled.</i></p>	<p>20/05/20</p> <p>20/05/20</p> <p>22/05/20</p> <p>By 04/01.21</p> <p>17/06/20</p> <p>On going</p> <p>As planned</p> <p>Weekly</p> <p>24/08/20</p> <p>03/08/20</p> <p>26/05/20</p> <p>29/05/20</p> <p>21/08/20</p>	L
			M	<p><i>School ICT network and Internet operational, server upgrade scheduled completed week ending 29th May.</i></p> <p><i>EVAC+CHAIR maintenance complete</i></p>		L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant. (Continued)</p>	<p>Incompletion of PPM routine, and repairs</p>	M			L

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				<i>Waste stream are isolated, daily waste bins marked Monday to – Friday</i>		
Preparing Buildings and Facilities	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	<i>M</i>	<i>Reallocation of offices Offices with no window must have door open at all times Office staff desks repositioned. Staff working from home as required determined by risk assessment and government Advice.</i>	<i>20/05/20</i>	<i>L</i>
Preparing Buildings and Facilities	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school and ‘pinch points around the building. Social distancing unlikely to be maintained.	<i>M</i>	<i>2-meter markers are present on floors where possible. One-way system in place to enter and exit the school. Signage in place. One-way system on stairways cleating marked with direction of flow</i>	<i>26/05/20</i>	<i>L</i>
Preparing Buildings and Facilities	Consideration given to premises lettings and approach in place.	Rooms and resources availability Ability to carry out cleaning at start of each school day Contamination if in proximity in changing rooms	<i>M</i>	<i>Lettings risk assessment updated Lettings reinstated 01/09/2020.Strict access limitation imposed on all entering the School site COVID risk assessment sort from every individual letting Review viability of Letting should conditions change Review revenue streams but comply with UK Government COVID guidelines before reopening school. No spectators permitted until further notice. All Letting shall provide detailed risk assessment as to how they will manage</i>	<i>On going</i>	<i>L</i>

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				<p><i>social distancing when they return.</i></p> <p><i>Woodlands Lettings policy and T&C have been updated to reflect COVID 19.</i></p> <p><i>Use of school changing rooms will not be permitted</i></p> <p><i>Identify additional cleaning requirements.</i></p>		
Preparing Buildings and Facilities	Classrooms have been re/arranged to allow as much space between individuals as practical.	Possible contamination with COVID 19 Virus	M	<p><i>Where practical and feasible all desk face the front of Classroom</i></p> <p><i>Appropriate spacing of chairs to desks in classroom</i></p> <p><i>Art and DT Classrooms design and layout is not suitable for table to face the front, Staff to ensure pupils turn their chairs face the front when at all possible.</i></p> <p><i>Pupils to avoid face to face activities whenever possible</i></p>	On going	L
Preparing Buildings and Facilities	<p>Appropriate management of building, classrooms, corridors offices spaces to help mitigate the spread of COVID 19</p> <p>Consideration given to the arrangements for any deliveries.</p> <p>School reception appropriate distancing signs and distancing and Visitors</p>	<p>Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19</p> <p>a</p>	M	<p><i>Entry and exit routes to the school signed at main entrance.</i></p> <p><i>Footpath marked with social distancing guidance.</i></p> <p><i>All deliveries to rear door of school, doorbell used to allow delivery of materials, normal self-distancing rules to be applied.</i></p> <p><i>Resource Manager provide screen for school reception desk.</i></p> <p><i>Antibacterial sanitiser foot operated pump in reception for visitor. Parents meeting</i></p>	15/07/20	

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				<i>room locked room not usable as too small.</i>		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><u>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</u></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Social distancing and revised COVID winter plan and existing Evacuation Procedure</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>Keep pupils dry warm, and clear of muddy surfaces on school fields</p>	M	<p><i>Identify new evacuation point to ensure social isolation, implement exercise new evacuation procedure when significant numbers of pupils return to school.</i></p> <p><i>Before the return of increased numbers of pupils update all maps and evacuation procedure in all rooms throughout the school and conduct exercise to prove concept.</i></p> <p><i>Complete annual review of PEEPs and TEEPs for existing staff and pupils and prepare for the new Year 7 pupils arriving in September 2020.</i></p> <p><i>Undertake fire drill / evacuation exercise with a week of opening school,</i></p> <p><i><u>Covid face Plan when arriving to school as well as break and lunch.</u></i></p> <p><i>Year 8 and 11 will be on the 3G pitch, year 7 on the netball court, year 9 on the hard-standing area by the old caretaker's house, and year 10 will be by the table-tennis area.</i></p> <p><i><u>Emergency evacuation muster points will remain unchanged as promulgated on the Evacuation Procedure posted throughout the school.</u></i></p>	<p><i>02/09/20</i></p> <p><i>On going</i></p> <p><i>Date TBC</i></p> <p><i>19/10/20</i></p>	L

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Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p> <p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p> <p>Enhanced Cleaning Program</p>	<p>Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19</p> <p>COVID 19 Risk Assessment September 2020_wip 10_08_2020.docx</p>	M	<p><i>Deep cleaning of whole school almost complete and cleaning continues daily at an enhanced level COVID19: Cleaning in non-healthcare settings guidance.</i></p> <p><i>Skanska have 3 other cleaning companies on their approved supply database to support Churchill's if required.</i></p> <p><i>Enhanced cleaning throughout day by housekeeper, wash stations, flat surfaces, and handrails, lavatories, flush buttons</i></p> <p><i>Additional cleaning of PC / desktops keyboards telephones and work surfaces</i></p> <p><i>Skanska Churchill have a dedicated specialised team to carry out decontamination</i></p> <p><i>Skanska have confirmed that Churchill's have adequate cleaning consumables to undertake enhanced cleaning</i></p> <p><i>Hand towels and hand wash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Resource manager Ensure sufficient volumes of hand sanitiser available</i></p>	04/09/20	L

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Cleaning and waste disposal (Continued)	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place</p>	<p>No hand sanitiser / long delivery lead times Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p><i>throughout the school classroom and office</i> <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i> <i>Skanska / Churchill to ensure adequate stock and ordering schedule reviewed and order made as required</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>		L
Cleaning and waste disposal (Continued)	<p>Process in place for safe removal and/or disposal of facemasks.</p>	<p>Possible contamination with COVID 19 Virus</p>	M	<p><i>Mask to be double bagged and removed by Site Team of Churchill Cleaning Staff as required</i></p>	As required	L
Classroom management	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources, which are not easily washable or wipeable, have been removed.</p> <p>Information posters are displayed in every classroom, at the main</p>	<p>No COVID19 information posters currently in place. Limited reminders/ awareness for pupils.</p>	M	<p><i>Blue roll, antibacterial spray cleaner, hand sanitises and tissues available in every classroom</i></p> <p><i>Remove any soft furnishings from classrooms and school reception</i></p> <p><i>Source and promulgate e-Bug posters</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory hygiene</i></u> • <u><i>Microbe mania</i></u> 	<p>02/09/20</p> <p>On going</p>	L

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	entrance, places visible to those at the school gate, in the staffroom and in all toilets.					
Safeguarding and Well-being	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where pupils under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Paediatric First Aider unable to work on site for the 1st week of June.	H	<p><i>Arrange Paediatric First Aid cover</i></p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-pupils-young-people#pupils-who-should-be-advised-to-shield</p>	<i>On going</i>	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Failure to fully support pupils and staff	M	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	<i>On going</i>	L
	The approach for inducting new staff has been reviewed and updated in line with current situation.	Unfamiliarity with school Unclear /understanding of Woodlands policies, Risk Assessment and Action Plan	M	<p><i>Conduct full induction of all new staff</i></p> <p><i>Ensure new staff have email address and that they receive Woodlands school emails,</i></p>	<i>As required</i>	L
	Return to school procedures are clear for all staff.	Clarity of information	M	<i>Head Teacher to circulate Risk Assessment and Action Plan to all Staff</i>	<i>As required</i>	L

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Catering Team	Arrangements to return any furloughed staff in place.	Unavailability of Catering staff 02/09/20	M	<p><i>Review and implement plan to manage food counter queues to ensure social isolation to protect pupils and staff.</i></p> <p><i>Modify menu to allow easy access and choices to reduce queuing.</i></p> <p><i>Review lay out of tills to ensure social isolation.</i></p> <p><i>Investigate options to provide alternate location to distribute food to ensure social isolation.</i></p> <p><i>New antibacterial hand sanitiser dispensers have been sited at the front of food queues.</i></p> <p><i>Review seating arrangements in dining hall and performance hall.</i></p> <p><i>Consider prohibiting pupils from sitting at dining tables for lunches.</i></p> <p><i>Deep clean of kitchen conducted by catering team and Skanska contractors.</i></p> <p><i>Stock check completed at time of lock down. All catering materials identified with short shelf life isolated.</i></p> <p><i>Hire two Additional cool cabinets</i></p>	02/09/20	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be</p>	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	M	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>	As required	L

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	documented as part of the risk assessment carried out by the Contractor.					
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<p>Secondary school curriculum means multiple teachers and classrooms</p> <p>Large number of pupil at Woodlands</p>	M	<p><i>Stagger start of school day and for lunch</i></p> <p><i>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</i></p> <p><i>One way system on staircase and corridors</i></p>	On going	L
Social Distancing	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Cross contamination and contamination and spread of COVID19	M	<p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	02/08/20	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Bringing all pupils together for an assembly in the hall would breach isolation rules	M	<i>Assemblies held within year group bubbles 150 per assembly and will conducted in the Performance Hall with social distancing</i>	On going	L
	Social distancing plans communicated with parents, including approach to breaches.	Clarity of information failure to notify	M	<p><i>Head Teacher Senior Leaders circulate Risk Assessment and Action Plan to all Staff</i></p> <p><i>Parent and Carers updated weekly or as required.</i></p>	As required when updated	L

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	Arrangements in place for the use of the playground, including equipment.	Bringing all children of different year groups together would breach isolation rules	<i>M</i>	<i>All five year groups to be dispersed in different areas of the school grounds</i> <i>On wet days pupils will collect lunch and go directly to their tutor room</i>	<i>04/09/20</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils do not mix with pupils from other year groups.	Bringing all children of different year groups together would breach isolation rules	<i>M</i>	<i>Lunch time</i> <i>Year 7 - 13:0pm</i> <i>Year 8 - 13:10pm</i> <i>Year10 – 13.30pm</i> <i>Year 9 and Year 11- 13.20pm</i> <i>10 - 1.30pm</i> <i>Each Year group to be served separately between four food counters</i>	<i>On going</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place. Pupils and Staff can wear a plain facemask if they choose to. This will not only be in the communal areas but in class as well. Woodlands will be providing PPE to those members of staff that would like it. Pupils who choose to wear a face mask will provide their own https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	Long-term strategy to obtain and maintain adequate PPE supplies established.	<i>M</i>	<i>Training provided as required for the safe use of PPE, staff and pupils need guidance on using and disposal of PPE</i> <i>Hand sanitiser dispensers and signage posted at all entrances to the school.</i> <i>Ensure sufficient stock of > 60% alcohol hand sanitiser</i> <i>A Skanska change request has been submitted for the Housekeeper to maintain stocks of a hand sanitiser and to check / replenish all dispensers daily.</i> <i>Disposable facemask will be available in Head of Year's offices and at the school reception for pupils and visitors who arrive at school without face covering. It is the expectation that staff will provide their own facemasks, however facemasks will be available from the Resource Manager for</i>	<i>As required</i> <i>On going</i> <i>Complete</i> <i>As required</i>	<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE				those staff who have forgotten or misplaced their own.	19/10/20	
PPE	<p>PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care/safe-working-in-education-childcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Specialist PPE requirements for LD Speech and Language Clear anti-fog face masks</p>	Long-term strategy to obtain and maintain adequate PPE supplies established.	M	<p>'In education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. Exemptions to this rule apply and no-one should be excluded from education on the grounds that they are not wearing a face covering.'</p> <p><u>All form tutors to ensure their tutees have face coverings & wear them when they leave their tutor base, if no face covering then send to the head of year to get one, unless a note says they are exempt</u></p> <p><u>All teaching staff are to only teach from the front and not mix with the pupils in the classroom, keep a two-metre distance. If you do have to mix then you should put your face covering on & ask the pupil to do the same unless they are exempt</u></p> <p><u>Pupils are still to wipe down all their equipment at the end of each lesson, if you are spraying the desks please put on your face covering & ask the pupils to do the same</u></p> <p><u>All teaching staff to please ask pupils to put on face coverings before they leave the</u></p>	On going	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><u>classroom</u></p> <p><u>Progress Mentors must please continue to offer the over the shoulder support, if face-to-face both please wear a face covering</u></p> <p><u>If any interaction from any member of staff has to be face-to-face then please wear a face covering or do so at a reasonable distance of 2 metres or more for less than 15 minutes</u></p> <p><u>Face coverings are still to be worn in the communal areas at lesson changeover, this includes coming into the building before school & leaving at the end of the school day</u></p> <p><u>If anyone, including pupils wishes to wear face coverings in classrooms then please do so</u></p> <p><u>No pupils are to be in staff bases as these are meant to be secure bubbles, this includes heads of year offices</u></p> <p>Nitrile disposable gloves size M&L available for use.</p> <p>Packs of antibacterial wipes available on request from DWy,</p> <p>100 x 500-ml refillable bottles of hand sanitiser placed in all classrooms, staff bases and offices replenished daily by Churchill's Housekeeper</p>	On-going	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><i>Hand sanitiser dispensers mounted at every ground floor entrance replenished daily by Churchill's Housekeeper</i></p> <p><i>Free standing hand sanitiser foot operated dispensers replenished daily by Churchill's Housekeeper</i></p> <p><i>Limited number of face visors are available on request, Additional face visors ordered and available on request from DWY</i></p> <p><i>Disposal plastic aprons in hygiene room Antibacterial surface spray and wipes and disposable blue rolls for cleaning surfaces purchased and available.</i></p> <p><i>Blue roll, antibacterial spray cleaner, hand sanitises and tissues available in every classroom</i></p> <p><i>Classroom Stocks will be replenished daily by Churchill's Housekeeper</i></p>		
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing 	<p>Infection cross contamination and contamination and spread of COVID19</p> <p>Cross contamination and</p>	<p>M</p>	<p><i>9 digital thermometers available in school to check pupils and staff as required.</i></p> <p><i>Identify dedicated isolation room for managing suspected cases of COVID 19, (Hygiene room currently being used but is required for other pupils with special requirements.as required</i></p> <p><i>Temperature taken, if over 38⁰ C pupil will go to pupils services and retest 30 minutes later, if still high contact made with home and pupil will be sent home.</i></p>	<p><i>As required</i></p>	<p><i>L</i></p>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	parent / community in place	contamination and spread of COVID19				
Response to suspected/ confirmed case of COVID19 in school	Responding to a case of COVID19 in school – scenarios	Cross contamination and contamination and spread of COVID19	M	<p>Responding to a case of COVID19 in school – scenarios</p> <p>If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital.</p> <p>If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.</p> <p>After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.</p> <p>If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.</p>	On going	L
					On going	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><i>If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.</i></p> <p><i>If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.</i></p> <p><i>Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.</i></p> <p><i>Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of COVID-19.</i></p> <p><i>Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.</i></p> <p><i>If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the NHS 111 online COVID-19 service. If you do not have internet</i></p>	<p><i>On going</i></p> <p><i>/</i></p>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p><i>access, call NHS 111. For a medical emergency, dial 999.</i></p> <p><i>If you develop COVID-19 <u>symptoms</u> again at any point after ending your first period of isolation (self or household), follow the guidance on self-isolation again. The section below has further information.</i></p>		
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	Failure to comply with Test and Trace procedures	M	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	On going	L
COVID Testing	<p>Comply with Coronavirus (COVID-19): Guidance, test kits for schools and FE providers</p>	<p>Failure to comply with guidance</p> <p>Continued availability of test kits</p>	L	<p><u>Important instructions for who should use these kits</u></p> <p><u>You should only offer a test kit to individuals who: have developed symptoms while at school or at your further education institution, and in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and you believe that if you sent the individual home without a kit, they would not receive a test at all.</u></p> <p><u>If the individual is under 18, this kit should be given to their parent or carer. We do not have an unlimited supply of test kits</u></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p>	On going	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name		
	<p>All students instructed to bring a water bottle each day.</p> <p>Water fountains cleaning arrangements in place.</p>	Potential contamination from water fountains	M	<p><i>Pupils instructed to bring water bottles</i></p> <p><i>Bottled water is readily available from the food counters</i></p> <p><i>Enhanced cleaning of water fountain completed throughout the school day</i></p>	On going	L
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Unable to access full benefit of remote learning during lockdown	M	<p><i>Develop plan and training all staff in readiness for possible second wave and lockdown remote learning contingency</i></p> <p><i>Remote learning contingency available and ready to be 'switched-on' when needed.</i></p>	As required	L
Transition into New Year group	Online/ website support for families and young people around transition.	Lack of normal Year 6 transition induction	M	<p><i>Virtual online introduction and presentation for parents and cares planned 29th / 30th June.</i></p> <p><i>Virtual meet the tutor meetings</i></p>	30/06/20	L
	<p>What will need to be different this year because of COVID19?</p> <p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • Primary to Secondary • Vulnerable pupils • Physical and sensory needs, including adaptations, equipment etc. (lead in times) • Pupils with SEND 	Lack of normal Year 6 transition induction	M	<p><i>Thorough detailed planning process established.</i></p> <p><i>Information booklet, virtual tour of the school and meet key staff videos posted on school website.</i></p> <p><i>Taster day specimen lesson to be posted online to be completed at primary school</i></p> <p><i>Head Teacher and Head of Year 7 to conduct virtual online session with a presentation and Q&A 18:00 -20:00 30th June.</i></p>	As required	
Safeguarding	COVID 19 Track & Trace: Digital Image Capture of Classroom Pupil Groups	To aid COVID 19 track and trace and as an additional measure to existing	L	<p><i>Images will be captured on a school owned digital cameras only.</i></p> <p><i>Staff personal electronic devices shall not</i></p>	22/10/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
		classroom seating plans, digital images will occasionally be captured of pupils seated in classrooms.		<p><i>be used to capture images of pupils</i></p> <p><i>Digital images of groups of pupil will be stored securely on the school IT network</i></p> <p><i>All images will be erased after 14 days or as determined in Woodlands school data retention policy</i></p> <p><i>Digital image gathering process is GDPR compliant as confirmed by Woodland Data Protection Officer 21/10/20</i></p> <p><i>Data will be shared with the Senior Leadership Team only or any other member of staff as directed by the Head Teacher.</i></p>		
Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	<p><i>Review the CYP's risk assessment to identify any support or arrangements needed for their safe return to school.</i></p>	As required	L
Safeguarding	Pastoral Team responsibilities	Pupil failure to engage in pastoral processes	M	<p><i>Weekly welfare checks made to all pupils by form tutors.</i></p> <p><i>All vulnerable pupils in each year group are welfare checked by HOY's, Resilience Coaches and the safeguarding team ensuring full Pastoral involvement.</i></p> <p><i>SEND pupils are checked weekly by their Progress Mentor.</i></p> <p><i>Young careers are monitored by the YC Advocate.</i></p> <p><i>Weekly home visits conducted by SLT and HOY's to those pupils who are not contactable.</i></p>	<p><i>Suspended</i></p> <p><i>On going</i></p> <p><i>Suspended</i></p>	M

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Safeguarding	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT • Art • Science 	Possible contamination of COVID 19 through prolonged close proximity	M	<p><i>Head of Faculty to review and update Facility Risk Assessment to be reviewed and retained by Resource Manger</i></p> <p><i>Implement control measures determined by risk assessment</i></p>	<p><i>03/09/20</i></p> <p><i>Daily</i></p>	L
Safeguarding	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes 	Gaps in learning owing to lockdown negative effect on achievements	M	<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p>	<i>04/-09/20</i>	L
Safeguarding	Prevent bullying in and outside of school	Incidents of bullying relating to COVID.	M	<p><i>AB ambassadors, pupils and staff to be observant of possible cases of bullying due to pupils having COVID or related symptoms.</i></p> <p><i>Include a section to the bullying log for COVID</i></p>	<i>07/10/20</i>	L
Safeguarding	Ventilation in classrooms and ambient room temperatures	Insufficient ventilation and heating	M	<p><i>The advice is as follows:</i></p> <p><i>'If it is not appropriate to keep windows open at all times because of the drop in</i></p>	<i>07/10/20</i>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<i>temperature, then our suggested advice is to open windows for limited periods of time to try and get an adequate air exchange and then shut for temperatures sake. For example open windows before school to get some air through, close for morning period, open at break times and then close when children come back in after breaks etc.'</i>		
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Failure to comply with school attendance policies	<i>M</i>	<i>Attendance team to monitor and work with Parents and carers local authorities</i>	<i>On going</i>	<i>L</i>
Attendance	Approach to support for parents where rates of persistent absence were high before closure.	Failure to comply with school attendance policies	<i>M</i>	<i>Conduct small group tours and session to reduce anxiety Team monitor and support pupils and families with welfare checks</i>	<i>On going</i>	<i>L</i>
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Unclear objective or direction	<i>M</i>	<i>Update and maintain Full school reopening plan and COVID 19: recovery plan / risk assessment September to July 2021 Sharer Plan with all staff</i>	<i>On-going</i>	<i>L</i>
Communication	Communications with parents on the: <ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport 	Unclear objective or direction	<i>M</i>	<i>Maintain established communication links with all parents and cares https://www.gov.uk/guidance/coronaviruses-covid-19-safer-travel-guidance-for-passengers</i>	<i>On going</i>	<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<ul style="list-style-type: none"> Behaviour Test and trace Staggered start and end times <p>Expectations when in</p> <ul style="list-style-type: none"> school and at home (if self-isolating is necessary) 					
Communication	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p> <p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home (if self-isolating is necessary) Travelling to and from school safely 	<p>Failure to comply with guidance</p> <p>Failure to fully inform and communicate with pupils</p>	<i>M</i>	<i>Head Teacher's weekly letters, Group call, emails Letters, website updates, social media</i>	<i>On going</i>	<i>L</i>
School events, including trips	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>	<p>Impact of CIVID 19 to school calendars</p> <p>Inter school sporting events</p> <p>Open Evening</p> <p>Curriculum associated School Visit</p>	<i>M</i>	<p><i>Review school calendars for potential impact to schedule</i></p> <p><i>Interschool sporting event cancel until October then subject to further review</i></p> <p><i>Prepare and present a virtual open evening</i></p> <p><i>Review all proposed Curriculum associated School Visit Trips, none approved for 2020/2021</i></p>	<i>On going</i>	<i>L</i>
Finance	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p>Unplanned expenditure</p>	<i>M</i>	<i>Track and monitor spend</i>	<i>On going</i>	<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Unplanned expenditure	<i>M</i>	<i>Submit claims for exceptional; COVID 19 expenditure.</i>	<i>TBC</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.	Fail to recover cost of cancelled school trips	<i>M</i>	<i>Claims have been made to Zurich Municipal Perusing three open claims.</i>	<i>Complete</i>	<i>L</i>

Created	15/07/2020	Next review date:	31/08/2020
Revision 1	17/09/2020	Next review date:	26/10/2020
Revision 2	07/10/2020	Next review date:	16/10/2020
Revision 3	16/10/2020	Next review date:	22/10/2020
Revision 4	22/10/2020	Next review date:	01/11/2020
Revision 5	01/11/2020	Next review date:	

Prepared by:	Donald Wykes	Resource Manager	Signed:	Donald Wykes
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A risk assessment is a 'Live Document' that can be annotated / updated at any time to reflect changes in circumstances, hazards, risk and severity and the appropriate control measures

COVID19: Full Opening Risk Assessment and Action Plan Revision Schedule

<i>Revision No.</i>	<i>Revision Date</i>	<i>Page No.</i>	<i>Revision Summary</i>
1	17/09/2020	1,2,3,9,16.17,18,19,20.21	Multiple updates to reflect updated UK Gov., PHE & ECC guidance.
2	07/10/2020	25	Instructions for opening and closing of classroom windows. Acknowledgement of anti-bullying measures.
3	16/10/2020	12,17	Updated instruction issued by ECC regarding the requirement to wear facemask. COVID winter plan for mustering pupils off the playing fields
4	22/10/2020	25	Classroom seating plans, capture of digital images
5	01/11/2020	16, 17	Amendment to facemask. Updates to reflect imminent England lockdown and increased measures in school to mitigate potential exposure to COVID 19
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